

Minority Serving Institutions (MSI) Council

Terms of Reference

Purpose:

The NOAA MSI Council was established by the NOAA Under Secretary in 1999 to increase NOAA's interactions with minority serving institutions, namely Historically Black Colleges and Universities, Hispanic Serving Institutions and Tribal Colleges and Universities. The Council was formed to address the dramatic under-representation of minorities receiving degrees in the NOAA related sciences.

Membership:

The MSI Council is chaired by the Director of Education.

The Council is comprised of:

- NOAA Director of Education
- NOAA Research Deputy Assistant Administrator
- NOAA Fisheries Deputy Assistant Administrator
- NOAA Satellite & Data/Deputy Assistant Administrator
- National Weather Service Deputy Assistant Administrator
- National Ocean Service Deputy Assistant Administrator
- OMAO Deputy Director
- Finance & Administration/Deputy Chief Financial Officer
- Finance & Administration/Deputy Chief Administrative Officer
- Office of Civil Rights Director
- Office of Program Planning and Integration
- Office of Program Analysis and Evaluation

Roles and Responsibilities:

- The Director of the Educational Partnership Program with Minority Serving Institutions Office acts as Executive Secretariat.

- The MSI Council has broad advisory capacities to improve the interaction of NOAA with minority serving institutions. Findings and recommendations are documented in the minutes and members charged with actions update the Council on the status at the following meeting, or within a designated time frame.

- Ad hoc groups or subcommittees are formed, as necessary, to carry out Council activities. These groups may consist of Council members, other NOAA employees, outside experts and volunteers, as appropriate. Ad hoc groups are automatically disbanded at the conclusion of its specific assignment.

Decision Making Process:

Decisions will be accomplished by informed consensus. The Chair will strive for

consensus on every issue, but because the chair maintains 51% of the vote, the final decision is made by the Chair when consensus is not achieved.

Charter:

The MSI Council will coordinate the activities of NOAA Line and Staff Offices to support current interactions with MSIs and the expansion of those interactions. The Council will also make recommendations for improvement in the following areas:

- A. Funding opportunities for MSIs;
- B. Participation by MSI faculty and staff in NOAA activities including inter personnel agreements (IPA's), faculty/staff exchanges, competitive review panels, and summer research opportunities.
- C. Participation in teaching and collaborative research by NOAA employees at MSIs;
- D. Providing a forum to communicate and assess the impact of new programs, legislation, procedures, and policy changes at MSIs.

Contact Person: Jacqueline Rousseau (301) 713-9437